



## OFFICE OF CHIEF INFORMATION OFFICER CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	OFFICE OF CHIEF INFORMATION OFFICER	<b>RELEASE DATE:</b>	Thursday, February 25, 2010
<b>POSITION TITLE:</b>	Deputy Director, Geospatial Information Officer	<b>FINAL FILING DATE:</b>	Wednesday, March 10, 2010
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,173.00 - \$ 9,476.00 / Month	<b>BULLETIN ID:</b>	02252010_2

### POSITION DESCRIPTION

Under the general direction of the Chief Deputy Director, the Deputy Director, Geospatial Information Officer (GIO) is a member of the State Chief Information Officer's (CIO) executive team. The GIO Deputy Director is responsible for ensuring that the State of California receives the benefits associated with Geospatial data. Specifically, this includes increased data access and sharing; reduced Geospatial Information Systems (GIS) duplication and costs; the development of GIS standards and centers of expertise; public outreach; and increased collaboration.

The GIO Deputy Director is responsible for the specific duties in the seven primary functional areas described below:

- Review Strategic Geospatial Information Systems (GIS) Projects – the GIO will be responsible for reviewing the projects being proposed and built throughout the state relating to consolidation of geospatial data and applications. The GIO will be looking to maximize reusability, minimize duplication, and help create centers of excellence.
- Build and maintain a California Spatial Data Infrastructure – the GIO will be expected to work not only with state departments, but to reach out to local agencies and the Federal government to create the best possible data infrastructure that has the widest possible audience, with the greatest orthophotic resolution, and the highest amount of data reusability.
- Establish effective and sustainable coordination with working partners and stakeholders to ensure the maintenance of critical data sets – the GIO will serve as the chair of the Statewide GIS Taskforce. The GIO will work with the local city and county governments and the Federal government to achieve the most cost effective implementation and widely adopted use of geospatial data and systems, including public/private partnerships.
- Establish project approval, funding and procurement processes that promote statewide strategies and standards – the GIO will create all policies related to geospatial activities in the State. The GIO will create the strategic direction for GIS and will collaborate with the Enterprise Architect to set standards to facilitate interoperability.
- Provide Executive oversight and accountability to help ensure proper alignment with program needs and strategies via Executive Leadership Council (ELC) – the GIO will take an active role on the ELC. The ELC is comprised of the state's undersecretaries, and the GIO

must be comfortable and capable of communicating and interacting at this level. •Make California a world class leader in implementing GIS technology – the GIO will be expected to make GIS a standard vehicle to deliver information to the citizens of California and to create ubiquitous GIS decision systems for California’s decision makers. •Represent the State of California on national geospatial policy issues – as the State’s GIO, the incumbent will represent California at all national, state and official GIS functions.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department’s or agency’s Equal Employment Opportunity Program objectives; and a manager’s role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches;

analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

The following experience factors will be considered in competitively evaluating each candidate:

1. Possess a clear understanding and knowledge of the legislative process and protocol and be able to represent and negotiate policy and perspective to members of the California State Legislature, their staff, legislative committee staff, the Governor's Office, the Department of Finance, Joint Legislative Budget Committee, and other individuals involved in the legislative process.
2. Demonstrated ability to establish and maintain effective and beneficial relationships on behalf of the OCIO with state, local, and Federal governments and the vendor community, as it relates to geospatial technology.
3. Knowledge of and demonstrated effectiveness in implementing legislative initiatives and policies, as they relate to geospatial technology.
4. Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiation skills, and particularly the ability to represent the OCIO effectively with the Legislature, key customers, stakeholders, and internal staff.
5. Ability to plan, organize, facilitate and coordinate multiple projects operating under strict guidelines and timeframes.
6. Demonstrated knowledge of principles and practices of the organization, including broad-based background of the administrative, fiscal, program, and legislative policies and procedures.
7. Demonstrated knowledge of both state and federal funding procedures, including developing and negotiating state budget proposals with the Department of Finance and Office of Homeland Security

Grant Process.

8.Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership and foster initiatives at all levels, and use sound judgment in managing complex and varied programs.

9.Ability to work effectively with local state, city, county, and Federal leaders to implement proposed and/or legislative agendas and priorities.

10.A working knowledge of geospatial technology and an understanding of the lexicon.

## **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Geospatial Information Officer** , with the **OFFICE OF CHIEF INFORMATION OFFICER** . Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

This examination will consist of a review of the candidates' application and Statement of Qualifications by an executive screening committee, using predetermined evaluation criteria. Only the most qualified candidates will be selected for interviews. All applicants receiving an interview will be notified of their final score. In order to be successful in this examination a minimum rating of 70 percent must be attained. The results of this exam may be used to fill subsequent vacancies in this position if they occur within the next twelve months or an examination may be rescheduled.

## **FILING INSTRUCTIONS**

Note: Candidates who do not follow the filing instructions will be disqualified from the examination.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- The "Statement of Qualifications" must also include a brief description of one or two key accomplishments in the past 12 months

**Applications must be submitted by the final filing date to:**

OFFICE OF CHIEF INFORMATION OFFICER , Selection Services and Training Unit, Cannery  
MS: Y8  
P.O. Box 1810, Rancho Cordova, CA 95741-1810

Tammy Ervin | (916) 739-7515 | Tammy.Ervin@state.ca.gov

## **ADDITIONAL INFORMATION**

Please see the official exam bulletin for complete details on our website: [www.dts.ca.gov](http://www.dts.ca.gov)

Additional Required Knowledge: 7.Knowledge of Geospatial Information Systems technology, including the business needs of stakeholders and their organization as well as political, administrative and fiscal environments in order to understand the potential impact of issues and parameters of solutions; 8.Best practices in IT projects and support services and knowledge of typical risk areas in the project life cycle to bring quality approaches to the most vulnerable project tasks; 9.Comprehensive understanding of state administrative policies, strategic and operations planning, and best management practices; 10.Knowledge of project and state contract management practices; 11.Knowledge of state budget processes; 12.Knowledge of state and federal control agency requirements for project approval and oversight;

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The OFFICE OF CHIEF INFORMATION OFFICER reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>